

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for April 13, 2016*

1: Call to Order, Welcome, Roll Call

- The meeting was called to order at 1:19 pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

Committee Members:

Jeff Landerfelt, for Barbara K. Cegavske, Secretary of State - Present

Kathryn Etcheverria, Governors Appointee - Present

Sarah Bradley, for Adam Laxalt, Nevada Attorney General - Present

Jeff Kintop, Interim Administrator, Nevada State Library, Archives and Public Records – Present

Stacie Hancock, For Patrick Cates, Director of the Department of Administration – Present

Jim Earl, for Shannon Rhaming, Administrator, Enterprise Information Technology Services – Present

Staff:

Teri Mark, State Records Manager, NSLAPR – Excused

Cynthia Laframboise, State Archives Manager, NSLAPR – Excused

Sara Martel, Senior Records Analyst, NSLAPR – Present

Gerald Lindsay, Senior Records Analyst, NSLAPR – Present

Michelle Byrne, Administrative Assistant, NSLAPR – Present

Kimbra Andrews, Department of Transportation – Present

Guests Present:

Chris LaPrairie, Nevada Highway Patrol

Karen Howard, Nevada Department of Environmental Protection

Misti Gower, Nevada Department of Environmental Protection

Coral Newton, Nevada Department of Environmental Protection

Hope Williams, Department of Administration

Melaine Mason, Nevada Department of Employee, Training and Rehabilitation

Shelly Williams, Department of Corrections

Scott Anderson, Secretary of State’s Office

2: Public Comment

Comment may be limited to 5 minutes at the discretion of the Chairman.

- Jeff Kintop will be awarded a lifetime achievement award by the Conference of Intermountain Archivists. The Secretary of State congratulated Jeff for this award.

3: Review and Approve the Minutes for February 10, 2016

- The minutes were approved as presented. The motion was made by Jim Earl and the second was by Sarah Bradley. The vote was unanimous.

4: Employment Training and Rehabilitation – Vocational Rehabilitation

A. 1990534 Vocational Rehabilitation Client Case File Modify

A. Recommended Modification:

Title: Vocational Rehabilitation Client Case File

RDA: 1990534

Description:

This record series consists of Vocational Rehabilitation client records. The individual client file may include: completed application, financial statement, health survey, transcripts and certificates, certification of eligibility, narrative progress review notes, vocational assessment reports, diagnostic study, copies of medical and psychological reports, training progress reports, individualized written rehabilitation program, documentation of verbal communications, closure information, correspondence and similar documentation.

Authorized Retention:

Retain for a period of five (5) calendar years from the *end of* the calendar year ~~to~~ *in which they were closed* ~~pertain~~.

Recommended Disposition:

Destroy Securely

Discussion and Votes

This item approved as presented. The motion was made by Sarah Bradley and the second was by Jim Earl. The vote was unanimous.

5: Department of Environmental Protection

A.	2005018	Fiscal Year Paid Invoices (Fees)	Delete – Obsolete
B.	2005084	State Environmental Commission Files	Delete – Obsolete

A. Recommended Deletion:

Title: ~~Fiscal Year Paid Invoices (Fees)~~

RDA: ~~2005018~~

Description:

~~This record series is used to document payment of annual fees (including NAC 445B.275 fines) by owner/operators with permits (See NRS Chapter 445B and NAC Chapter 445B). The files contain: invoice copies, payment receipts (both of which detail the fee for emission violations, renewal of permits and similar information for each permit source), notes and related documentation.~~

Authorized Retention:

~~Retain for a period of twenty (20) calendar years from the end of the calendar year to which they pertain.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

B. Recommended Deletion:

Title: ~~State Environmental Commission Files~~

RDA: 2005084

Description:

~~These records are used to provide administrative support to the State Environmental Commission (SEC). These records do not constitute the official record of the SEC. The record may contain but is not limited to: *copies of minutes and supportive documentation; copies of proposed regulations; related correspondence and; associated documentation.~~

Authorized Retention:

~~Retain these records for a period of twenty (20) calendar years from the end of the calendar year to which it pertains.~~

Recommended Disposition:

~~Destroy~~

Discussion and Votes

This item was approved as presented. The motion was made by Sarah Bradley and the second was by Jim Earl. The vote was unanimous.

6: Department of Corrections, Offender Management

Department of Corrections, Offender Management

A.	1992717	Inmate Central File (C-File)	Modify
B.	1992718	Inmate Institutional File (I-File)	Modify
C.	2016015	Inmate Files: Permanent	New
D.	2016016	Inmate Files: Notorious/Infamous	New

A. Recommended Modification:

Title: Inmate Central File (C-File)

RDA: 1992717

Description:

The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561: the Institutional file and the Central file. The Central file [a partial compilation of criminal history record information (documents) and records of correctional supervision] Is maintained in Central Office for the purpose of recording and maintaining matters concerning the inmate's legal status, including: commitment information,

release computation, detainers, classification, management information system, statistics and planning and certain confidential information relating to Central Monitoring Cases. All other record responsibilities are delegated to the institutions and are processed using the Institutional file.

Authorized Retention:

Retain these records for a period of ~~twenty-five (25)~~ *seven (7)* calendar years from the date of release from the system.

Recommended Disposition:

~~Permanent: Transfer to Archives~~

Destroy Securely

B. Recommended Modification:

Title: Inmate Institutional File (I-File)

RDA: 1992718

Description:

The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. The I-file is a compilation of criminal history record information (documents) and records of correctional supervision concerning individual inmates. This complete record is maintained at the institution where the inmate is housed.

Authorized Retention:

Retain these records for a period of ~~twenty-five (25)~~ *seven (7)* calendar years from the date of release from the system.

Recommended Disposition:

~~Permanent: Transfer to Archives~~

Destroy Securely

C. Recommended New RDA:

Title: *Inmate File: Permanent*

RDA: *2016015*

Description:

The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. The permanent record consists of .mug shot and physical description and fingerprints; judgment of conviction, amended judgments and court orders; District Attorney's Statement of Fact; inmate classification report; Official certificates for commutation of sentence, conditional pardon, pardon, parole, restoration of citizenship; Parole and Probation records including reports of violations and revocations; Department of Justice Federal Bureau of Investigation National Bureau of Criminal Identification.

Authorized Retention:

Retain these records for a period of seven (7) calendar years from the date of release from the system.

Recommended Disposition:

Permanent: Transfer to Archives

D. Recommended New RDA:

Title: *Inmate File: Notorious/Infamous*

RDA: *2016016*

Description:

The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. Some of these inmate files document notorious/Infamous/ Historically Significant inmates. Inmate files are considered Notorious/Infamous if: the case/inmate attained contemporary public notoriety; the case/inmate received significant media coverage; the inmate case caused the state to develop or utilize new methods or technologies; the case/inmate is frequently cited in scholarly or profession literature or other resources; the case/inmate caused a change in policies or laws; the case affects a large portion of the community; the case/inmate was controversial; the case/inmate was generally viewed by the community as important or significant; the case/inmate was the subject of a well-known book or feature film; the case/inmate incurred large restitution amounts. The records include but are not limited to: Inmate Central File (C-File); Inmate Institutional File; Inmate File (Permanent Record), newspaper accounts; correspondence (official and personal); and applications for commutation of sentence, conditional pardon, pardon, parole restoration of citizenship;

Authorized Retention:

Retain these records for a period of seven (7) calendar years from the date of release from the system.

Recommended Disposition:

Permanent: Transfer to Archives

Discussion and Votes

This item was approved as presented. The motion was made by Sarah Bradley and the second was by Jeff Kintop. The vote was unanimous.

7: Department of Administration, Library, Archives and Public Records, Library Services

A. 2016009 Talking Book Program Patron File – Non New
Activated

A. Recommended New RDA:

Title: *Talking Book Program Patron File – Non Activated*

RDA: 2016009

Description:

These records document potential patrons who have applied for the Nevada Talking Book Services but who did not complete the application process. The files may contain, but are not limited to: application with associated documentation and related correspondence.

Authorized Retention:

Retain these records for a period of one (1) calendar year from the end of the calendar year in which the application was received.

Recommended Disposition:

Destroy Securely

Discussion and Votes

This item was approved as presented. The motion was made by Sarah Bradley and the second was by Jim Earl. The vote was unanimous.

8: General Schedule

A.	2003072	In Car Recordings	Modify
B.	2015003	Calendars: Constitutional Officers	Modify
C.	2006059	Professional and Occupational Licensing	Modify
D.	2016007	Occupational Licensing	New

A. Recommended Modification:

Title: ~~In-Car~~ *Electronic* Recordings

RDA: 2003072

Description:

These recordings document law enforcement ~~car patrols with audio and/or visual~~ *electronic* recordings of *law enforcement contacts including but not limited to:* traffic ~~violation~~ stops, traffic ~~accidents~~ *crash investigations, investigatory detentions, arrests* and other actions. It may be used *for prosecution* in training and ~~/or~~ as a support in determining events of a call for reporting purposes. The record series consists of ~~audio-visual~~ *electronic* recordings *regardless of media type.*

Authorized Retention:

Retain *non-event* recordings for ~~a ninety (90)~~ *thirty (30)* days *from the date of recording.* ~~period of time. or until they have been reviewed, whichever is later, reusing the recording media as needed. Those recordings which have been reviewed and deemed necessary for other purposes should be transferred~~ *Event recordings must be* ~~to the appropriate record series and~~ retained in accordance with the approved schedule for those types of records.

Recommended Disposition:

Destroy Securely

B. Recommended Modification:

Title: Calendars: Constitutional Officers

RDA: 2015003

Description:

Records documenting day-to-day official activities of constitutional officers. Records may include but are not limited to: calendars, task lists, meeting schedules. See also: Governor's Office RDA 2011046

Appointment/Scheduling Calendars.

Authorized Retention:

~~Retain for four (4) calendar years from the end of the calendar year to which they pertain.~~ *Retain until end of the term of office.*

Recommended Disposition:

Permanent: Transfer to State Archives

C. Recommended Modification:

Title: Professional ~~and Occupational~~ Licensing

RDA: 2006059

Description:

These records document the process and monitoring of individuals receiving professional ~~and occupational~~ licenses, certification, registration and similar functions from a licensing agency. *Professional licenses are for jobs which require legal authority to practice a profession within a designated scope of practice.* The record may consist of, but is not limited to: Original application with supportive documentation; examination results; informational documentation on the licensee; continuing education and training verification documents; formal actions on complaints, the order initiating discipline and other information considered by the board in dispensing discipline and; related documentation.

Authorized Retention:

Retain these records for a period of thirty (30) calendar years from the expiration, termination, suspension or revocation of the license.

Recommended Disposition:

Destroy Securely

D. Recommended New RDA:

Title: *Occupational Licensing*

RDA: *2016007*

Description:

These records document the process and monitoring of individuals receiving occupational licenses, certification, registration and similar functions from a licensing agency. Occupational licenses are for jobs requiring certification by a private organization to ensure that that individual have demonstrated their achievement and ability to perform their profession competently. The record may consist of, but is not limited to: Original application with supportive documentation; examination results; informational documentation on the licensee; continuing education and training verification documents; formal actions on complaints, the order initiating discipline and other information considered by the board in dispensing discipline and; related documentation.

Authorized Retention:

Retain these records for a period three (3) calendar years from the expiration, termination, suspension or revocation of the license.

Recommended Disposition:

Destroy Securely

Discussion and Votes

This item was separated by the sub-items. Item A was approved as amended, with the amendment of changing wording in the description. The description was changed from "...as a support in determining events *of a call*" to "...as a support in determining events *in an interaction*". Item B was approved as presented. Items C and D were tabled due to needing more research on the different variations of occupational vs professional licensing. The motion was made by Jim Earl and the second was by Sarah Bradley. The vote was unanimous.

9: Office of the Secretary of State

A.	2016010	Appointment of Registered Agent by a Court-Appointed Nonresident Guardian of Adult	New
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A. Recommended Modification:

Title: *Appointment of Registered Agent by a Court-Appointed Nonresident Guardian of Adult*

RDA: 2016010

Description:

These records document the appointment of a registered agent by a court-appointed nonresident of guardian for an adult ward (NRS 159). The file may include but is not limited to: "Appointment of Registered Agent by Nonresident Guardian of Adult" form, application renewals, court orders, and related correspondence.

Authorized Retention:

Retain for seven (7) calendar years from the end of the calendar year in which the last guardianship was terminated.

Recommended Disposition:

Destroy Securely

Discussion and Votes

This item was approved as amended. The amendment was the removal of the word of in the description. It now reads “..by a court appointed nonresident ~~of~~ guardian”. The motion was made by Sarah Bradley and the second was by Jim Earl. The vote was unanimous.

10: Update regarding the recommendation of expansion of the composition of The Committee to Approve Schedules for the Retention and Disposition of Official State Records

- Staff has drafted a letter to be presented to the Secretary of State with their recommended changes. The letter is with the Chairman for review.

11: Nevada Department of Transportation Update (discussion only)

- Department of Transportation Staff are reviewing their retention schedules to see if any of the schedules need to be updated.

12: Discuss future agenda items:

Department of Public Safety: General Services Division

Department of Wildlife

Department of Public Works

Parole and Probation

Commission on Ethics

13: Informational Items (discussion only)

- There were no informational items.

14: Public Comment

Comment may be limited to 5 minutes at the discretion of the Chairman

- Committee member wanted to let the Attorney General's office know that their training on the Open Meeting Law was very informative.

15: Determine time of next meeting

- The next meeting will be held June 8 2016 at 1:15 pm in the Nevada State Library and Archives Board room.

16: Adjourn

- The meeting was adjourned at 2:22 pm with the motion made by Jim Earl. The vote was unanimous.